

**Can you find the following procurement requirements in the solicitation?**

1.	Type of solicitation document?	(check one)	
	Bid	<input type="radio"/>	
	Request for Proposals (RFP)	<input type="radio"/>	
2.	Who is the buyer? _____		
3.	General description of what will be purchased?	Yes	No
4.	Product estimations have been provided?	Yes	No
5.	Specifications and a list of products which pricing must be provided?	Yes	No
6.	Procurement Deadlines? (Example: solicitation is due on...)	Yes	No
7.	Instructions for submitting a response to the solicitation?	Yes	No
8.	Contract person is identified?	Yes	No
9.	Mailing submission instructions?	Yes	No
10.	Are email submissions okay?	Yes	No
11.	Compliance with regulations are identified?	Yes	No
12.	Type of contract? (Example: Fixed Price) _____		
13.	Terms for price changes, if allowable? _____		
14.	How will pricing be evaluated? _____		
15.	Final payment instructions?	Yes	No
16.	How will awarded contract be evaluated? _____		
17.	Method of award? (lowest pricing or highest points scored)		
18.	Instructions on payment terms and invoicing requirements?	Yes	No
19.	Instructions for record keeping and access to records?	Yes	No
20.	Instructions on how will contract disputes be handled?	Yes	No
21.	Contract Dates		
	Date contract starts? _____		
	Date contract ends? _____		
	Any renewal options?	Yes	No
22.	Termination clauses have been described?	Yes	No
23.	Delivery requirements or requirement to work with prime vendor/distributor or address of where end products will need to be delivered?	Yes	No
24.	Description of special handling requirements for USDA Foods?	Yes	No
25.	Substitution instructions have been provided? (what is substitutable and what is not)	Yes	No
26.	Requirements for Product Formulation Statement (PFS) or Child Nutrition (CN) Labels as well as Nutrition Facts information for each product being processed?	Yes	No
27.	Did it ask for a minimum run and shipping requirements?	Yes	No
28.	Did it include DPI's carry over policy?	Yes	No
29.	Value Pass-through Options?	(check all that apply)	
	Rebate	<input type="radio"/>	
	Fee for Service Processor	<input type="radio"/>	
	Fee for Service	<input type="radio"/>	
	Net Off Invoice (NOI)	<input type="radio"/>	